



Agency Records Disposition Schedule

Department: Midwest Special Needs Trust

Section:

Division:

Sub-Section:

TITLE: Charitable Award Applications - Accepted

CUTOFF: End of Missouri Fiscal Year in which audit is completed

DESCRIPTION: Records related to applications accepted for funding from MSNT, including but not limited to application forms and supporting documents, correspondence, documentation of the application review and approval, invoices, receipts, and money distribution. Records in this series are kept to allow review of previous awards.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Applicants are eligible to reapply a year after an award.

DISPOSITION ACTION: Destroy

SERIES: 24100

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Charitable Award Applications - Denied

CUTOFF: End of Missouri fiscal year in which audit is completed

DESCRIPTION: Records related to denied applications for funding from MSNT which include application forms, supporting documents, correspondence, and documentation of the review and denial. Records in this series are kept for auditing purposes and to assure proper distribution of awards.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Applicants can reapply immediately after being denied.

DISPOSITION ACTION: Destroy

SERIES: 24099

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Corporate Status Records

CUTOFF: When Superseded or Outdated

DESCRIPTION: Records regarding the organization's corporate status including, but not limited to, articles of incorporation, registration information, and related documentation.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 24090

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Midwest Special Needs Trust

Section:

Division:

Sub-Section:

TITLE: Electronic File Backups

CUTOFF: When superseded or outdated

DESCRIPTION: Copies of database and accounting system data, software applications, and other records for disaster recovery or in case of unintentional destruction.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24098

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Financial Reports

CUTOFF: End of Missouri Fiscal Year

DESCRIPTION: Quarterly financial reports including, but not limited to all pertinent bank account statements and reconciliation for the Board, the Reserve, and the restricted account. Includes all Midwest Special Needs Trust (MSNT), Individual Trust Account (ITA), and Charitable Trust financial reports.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24092

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Financial Transaction Supporting Documentation

CUTOFF: Board acceptance of annual independent audit

DESCRIPTION: Copies of invoices, receipts, approval, deposits, source of deposits, and other financial transaction documentation required for auditing financial records.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Can destroy earlier if audit is approved.

DISPOSITION ACTION: Destroy

SERIES: 24097

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Midwest Special Needs Trust

Section:

Division:

Sub-Section:

TITLE: Guidelines and Manuals

CUTOFF: End of Missouri Fiscal Year in which superseded

DESCRIPTION: Documentation of instructions, checklists, rules, and guidelines for Midwest Special Needs Trust (MSNT) procedures. Records may include, but are not limited to, instruction sheets, flow sheets or charts, co-trustee manuals and other manuals or booklets for staff, co-trustees, and attorneys.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24093

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Independent Audit Reports

CUTOFF: Board acceptance of audit report

DESCRIPTION: Independent audits conducted per 402.201.6 RSMo. by a qualified external accounting firm that include organizational financials for all accounts. Records include, but are not limited to, audited financial statements.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24094

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Midwest Special Needs Trust

Section:

Division:

Sub-Section:

TITLE: Individual Trust Accounts - Inactive

CUTOFF: End of Missouri Fiscal Year when account is closed

DESCRIPTION: Individual Trust Account (ITA) records for closed accounts that were once active. Records may include, but are not limited to, signed trust declarations, forms completed at opening, records of account deposits and distributions, background information necessary for proper administration of trust about disability, living arrangements, and public benefit status, correspondence related to the trust, legal documents such as guardianship papers and litigation, closing process documents and final distributions pursuant to the terms and provisions of the trust agreement.

RETENTION: Years: 22 Months: 0 Days: 0

NOTES: Active accounts close based on a number of events but primarily due to either low balance of less than \$500 or the death of the disabled beneficiary.

DISPOSITION ACTION: Destroy

SERIES: 24101

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Individual Trust Accounts - Never Active

CUTOFF: End of Missouri fiscal year when account is closed

DESCRIPTION: Individual Trust Account (ITA) records for closed accounts that were never active. Records include, but are not limited to, signed trust agreements, records of small deposit to pooled account, fees, and basic identifying information about the beneficiary.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24102

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Midwest Special Needs Trust

Section:

Division:

Sub-Section:

TITLE: Memorandum of Understanding or Agreement

CUTOFF: Expiration of MOU or agreement

DESCRIPTION: Documents representing working agreements between the organization and state government, federal government, or other entities.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24095

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Official Personnel Files

CUTOFF: Separation from employment

DESCRIPTION: Documentation of employment history for organization's employees, such as dates of hire, rehire, and reasons for separation. Records may include, but are not limited to, applications, resumes, disciplinary actions, and employee benefits.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24096

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Organizational Tax Returns

CUTOFF: End of Missouri fiscal year in which return is filed

DESCRIPTION: State and federal tax returns completed by the organization and any associated documents. Records include all Midwest Special Needs Trust (MSNT), Individual Trust Account (ITA), and Charitable Trust tax return records.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24091

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Midwest Special Needs Trust

Section:

Division:

Sub-Section:

TITLE: Tax Status Records

CUTOFF: When Superseded or Outdated

DESCRIPTION: Records regarding the organization's tax status including, but not limited to, non-profit application materials, Internal Revenue Service (IRS) notice of 501(c)3 status, legal declarations of trust, and related correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 24089

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015
